

STATE OF HAWAII
REQUEST FOR EXEMPTION FROM CHAPTER 103F, HRS

To: Chief Procurement Officer

ADMINISTRATION
STATE PROCUREMENT OFFICE
STATE OF HAWAII

From: Department of Health, Community Health Division, Chronic Disease Mgmt & Control
Branch, Comprehensive Cancer Control Program (CCCP)
Department/Division/Agency

Pursuant to § 103F-101(a)(4), HRS, and Chapter 3-141, HAR, the Department requests a procurement exemption to purchase the following:

Title and description of health and human service(s):
Comprehensive Cancer Control -To implement statewide comprehensive cancer plan through the Comprehensive Cancer Control Coalition Action and Cross Cutting Teams. This request will support the implementation activities of the Hawaii Comprehensive Cancer Coalition Action and Cross-Cutting Teams to achieve the strategies, outlined in the Hawaii Cancer Plan 2004-2009, that relate to the overall goal of creating an integrated and coordinated approach to reduce the incidence, morbidity and mortality (of cancer) through prevention, early detection, treatment, rehabilitation and palliation. The actual activities will be submitted by the Action and Cross-Cutting Teams; such examples of activities may include: a general public media campaign, a study on the cost of cancer specific to Hawaii, and a cancer surveillance inventory assessment, etc.

Provider Name: To Be Determined by Action Teams; likely to be a member of the Coalition.	Total Contract Funds: \$100,000	Term of Contract:
Provider Address: To Be Determined	Contract Funds per Year (as applicable). Indicated below.	From: April 2005 To: September 2007 Request is for 2 years upon availability of funds.

Explanation describing how procurement by competitive means is either not practicable or not advantageous to the State:
The Centers for Disease Prevention and Control (CDC), federal funding source for CCCP, grant requires the creation of a statewide cancer plan and coalition as essential elements to moving from planning to implementation. Planning for CCCP took place in the first two years and included the building of a statewide, inclusive coalition. Over 500 members were invited to be part of the coalition which included government agencies, private and not-for-profit organizations, community organizations, cancer survivors, medical professionals, interested individuals, etc. Currently in it's 3rd year, the coalition voted on eight strategies to implement/take action on. These strategies relate to the prevention, early detection, data/surveillance, and cost/insurance of cancer. In response to the Coalition's need for implementation activities the availability of funds by CCCP encourages collaboration among coalition members that ultimately result in the leveraging of resources (government/private/community). As noted above, the funding will be used for a variety of activities developed by the members of the action teams. Teams are responsible for identifying a fiduciary entity to provide fiscal oversight; it is likely that the fiscal entity will be part of the team. It is not practical to procure this initiative; teams will be provided between \$7,000-\$10,000 to implement activities.

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Details of the process or procedure to be followed in selecting the service provider to ensure maximum fair and open competition as practicable:

Funds will be made available to the Coalition Action and Cross Cutting Team members. Teams will submit plans for proposed projects. Proposals must include a brief description of the proposed activity with a direct link to one of the eight state implementation strategies selected by the coalition; a project narrative, line item budget with justification; team leader signature; specific roles and responsibilities and letters of commitment from team and others; and identification of a fiscal agent. To assure an open and fair process a uniform rating criteria has been established by the department. Each proposal will be scored by a Selections Committee, based on the criteria. The Selections Committee will include a member of the department, the Coalition Chair and Vice Chair. Selection Committee members are not part of the Teams.

A description of the state agency's internal controls and approval requirements for the exempted procurement: The following process will be used to assure internal controls and approval requirements for the exempted procurement:

- 1) Review by the Selections Committee (using rating criteria).
- 2) Award Notification (in writing).
- 3) Memorandum of Agreement by Program Coordinator, Division PHAO and the identified contractor.
- 4) Payment Terms: Initial approval and establishment of purchase orders will be made with the approval of Program Coordinator, Section Supervisor, Branch Chief and Division Chief/PHAO. Twenty-Five percent of the award will be paid upon selection and approved establishment of the MOA. The Program Coordinator is responsible for accepting invoices from the vendor for the remainder seventy-five percent, based on completion of the deliverables set forth (progress payment). Final payment is contingent upon the delivery of all services as outlined in the MOA.

A list of state agency personnel, by position title, who will be involved in the approval process and administration of the contract:

Community Health Division Chief
Community Health Division PHAO
Chronic Disease Management & Control Branch Chief
Diabetes and Chronic Disabling Conditions Section Supervisor
Hawaii Comprehensive Cancer Control Program Coordinator

Direct questions to (name & position):
Danette Wong Tomiyasu

Phone number:
586-4609

e-mail address:
dwtomiya@mail.health.state.hi.us

This exemption should be considered for list of exemptions attached to Chapter 3-141, HAR: Yes ☐ No ☐

I certify that the information provided above is to the best of my knowledge, true and correct.


Department Head Signature

APR - 6 2005
Date

Chiyome Leinaala Fukino, M.D.
Typed Name

Director of Health
Position Title

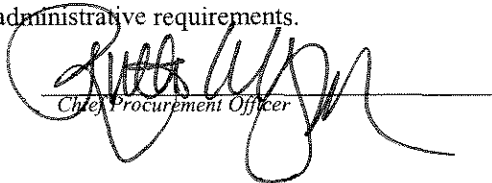
Chief Procurement Officer's Comments:

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Please ensure adherence to applicable administrative requirements.

☒ Approved

☐ Denied



Chief Procurement Officer

4/18/05
Date

cc: Administrator
State Procurement Office